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ABSTRACT

This handbook provides students at the Tuscarora Intermediate Unit Adult Education Center with information about the General Educational Development (GED) test, staff, alumni association, programs and services, and rules and regulations. It provides a summary of Adult Center programs, lists rules, and contains practical information on location, emergencies, and schedule. The handbook also contains information on the Pennsylvania Association for Adult Continuing Education, resources and referrals, and the Job Training Office. These ancillary services are also described: counseling services, child care and transportation, tutors, and the Guidance Information System. The following information on the GED program is provided: eligibility for testing and for the diploma, history, attendance, schedules, GED test format, and descriptions of the various parts of the test. Other contents include information on graduation and the GED Alumni Association, questions from the students (with answers), student comments on the GED experience, and information on the staff. (YLB)

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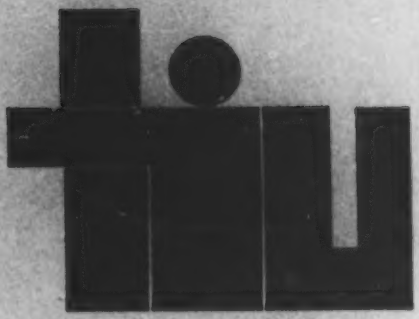

ADULT EDUCATION CENTER

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HANDBOOK

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T.I.U.
ADULT EDUCATION
CENTER

HANDBOOK

T.I.U. ADULT EDUCATION CENTER

This report is a result of a project supported in whole or in part by the U.S. Office of Education and the Pennsylvania Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education or the Pennsylvania Department of Education, and no official endorsement should be inferred.

The policy of the Tuscarora Intermediate Unit is to provide equal opportunity in all its educational programs, activities, and employment. In compliance with Title VI, Title IX, and Section 504 no person will be subject to discrimination on the basis of race, color, religious creed, national origin, sex, age, or handicap.

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INTRODUCTION

This Handbook is the result of the efforts of our staff, students, and alumni. We all worked together so that newcomers to the T.I.U. Adult Education Center would have a reference guide to use to answer many of their questions.

The need for a handbook arose as our Center grew. Students are not always aware of all the options open to them within the Center and in the community. We hope this Handbook will open the door to further opportunities.

The Handbook should answer some of your questions about: the '88 GED test
our Staff
our Alumni Association
all of our programs and services
and our rules and regulations.

We'd appreciate your feedback about the Handbook. Tell us what is useful and what is not. Tell us what else we should include. There is never a "final" version of this book. We're always looking to improve it!

A special thanks to those who have contributed to this Handbook: our staff, alumni: Lisa McCullough, Eileen Lukens, Verna Snook and Cathy Forsythe.

Carol Molek
Supervisor/Instructor

ADULT CENTER PROGRAM SUMMARY

When we first started the Adult Center in February 1984 we had one small part time GED program set up in a corner of the Vo-Tech library. My how we've grown!

Currently we have 15 separately funded programs providing a wide variety of services to our area's adults.

Our programs include:

ADULT BASIC EDUCATION (ABE) - for anyone over 16 and officially withdrawn from school. This program provides basic training in math, reading, writing, and English skills. ABE is for anyone getting ready for GED instruction or for people preparing for other training or just wanting to better themselves.

GENERAL EDUCATION DEVELOPMENT (GED) - is again for those over 16 and officially withdrawn from school and wanting their high school equivalency diploma. Classes generally meet 3 times a week for math, reading, and English instruction.

PENNSYLVANIA ADULT LITERACY (PAL) - provides training one-on-one for people who need to improve their basic skills.

JOB SEARCH - is for people out of work or wanting to improve their job. Job Search teaches interviewing, resume writing, and much more in a workshop setting to make you well equipped for tackling a complicated job market. Our motto is "Job Search Works!" And it does!

RE-ENTRY - is our single parent/homemaker program. We provide personal, vocational, and educational counseling for anyone needing to enter or re-enter the job market after being primarily a homemaker.

DROP-IN - for 17-21 year old high school dropouts. This 3 part program is made up of GED training, pre-employment skills training, and a 15 week paid work experience.

STUDY SKILLS FOR PARENTS - Often our students come to us because they want to be able to help their children with their homework. Our study skills class teaches parents how to better prepare their children for success in school.

There are some different eligibility requirements for the different programs we operate. Your counselor will explain what programs are right for you.

* * * * * * * * * * *

We're always looking for new and better ways to serve the adults of our community. What kind of classes would you like to see offered here? Let us know. Your ideas are important to us.

The Tuscarora Intermediate Unit #11

The T.I.U. is our sponsor! Tuscarora Intermediate Unit #11 is a local education agency which provides educational and management services to the 9 school districts and 2 area vocational technical schools in Fulton, Huntingdon, Juniata and Mifflin Counties.

The major programs administered by Tuscarora Intermediate Unit include: Data Processing, Finance and Business Management, In-Service Education, Curriculum Improvement Services, Non-Public School Services, and Special Education programs. In addition, the Intermediate Unit is responsible for our activities at the T.I.U. Adult Education Center.

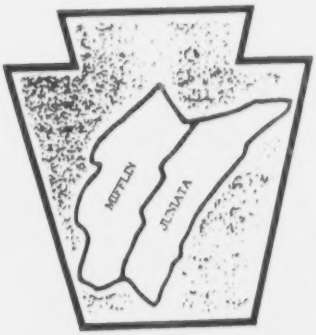
Our staff at the Adult Education Center greatly appreciates the support we receive from the T.I.U. administration and staff. We especially appreciate the efforts of Dr. Dale Heller, Executive Director; Richard Daubert, Business Manager; and Melissa Andrews, Executive Secretary; on our behalf.

Dr. Dale Heller, Executive Director, and Ken Calkin, Industry/Education Coordinator

LOCATION

The T.I.U. Adult Education Center is located in the Juniata-Mifflin Area Vocational-Technical School. The Vo-Tech School is at Pitt Street and Bellevernon Avenue in the area of Lewistown known as the "Heights." The location of our Center makes our programs fairly easy to get to — from both Mifflin and Juniata Counties.

Besides our Adult Center activities there are other possibilities for training in the Vo-Tech School. The Vo-Tech School runs adult education courses in computers, auto mechanics, carpentry, welding, electronics, typing, and accounting. There is also an LPN training program available. We are anxious to develop more programs for adults in the Vo-Tech School as well as in our Adult Center, so please tell us what courses you'd like to see offered here.

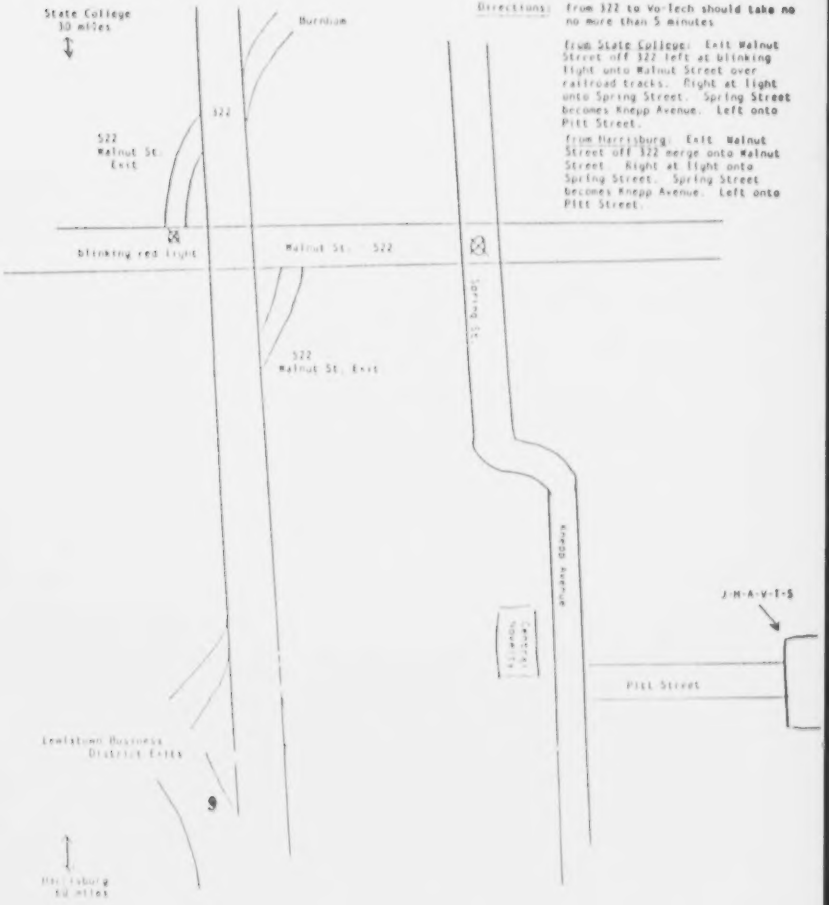


Juniata - Mifflin AVTS

ADULT EDUCATION
TUSCARORA INTERMEDIATE UNIT
CENTER

JUNIATA-MIFFLIN AREA VOCATIONAL TECHNICAL SCHOOL
PITT STREET and BELLE VERNON AVENUE
LEWISTOWN, PENNSYLVANIA 17044

717-248-4942


State College
30 miles
Burnham
322
522
Walnut St.
Exit
Directions: from 322 to Vo-Tech should take no no more than 5 minutes
from State College: Exit Walnut Street off 322 left at blinking light onto Walnut Street over railroad tracks. Right at light onto Spring Street. Spring Street becomes Knepp Avenue. Left onto Pitt Street.
from Harrisburg: Exit Walnut Street off 322 merge onto Walnut Street. Right at light onto Spring Street. Spring Street becomes Knepp Avenue. Left onto Pitt Street.
blinking red light
Walnut St. - 522
522
Walnut St. Exit
J-M-A-V-T-S
Pitt Street
Lewistown Business
District Exits
9
Harrisburg
50 miles

12

VO-TECH SCHOOL RULES

The T.I.U. rents space from the Vo-Tech School for our programs. Because of this it is very important that we follow all the rules and regulations of this school. We like being here and our students' good behavior will assure our continuing to have such a nice home for the Adult Center.

1. There is no smoking anywhere in the school during the day.
2. Smoking is permitted by the "Butt Bucket" located outside the side door by the parking lot.
3. Smoking is permitted in the faculty room at night only or outside.
4. Parking is permitted on the side of the building along the grass side. Parking is permitted along the building from the center door to the rear of the building.

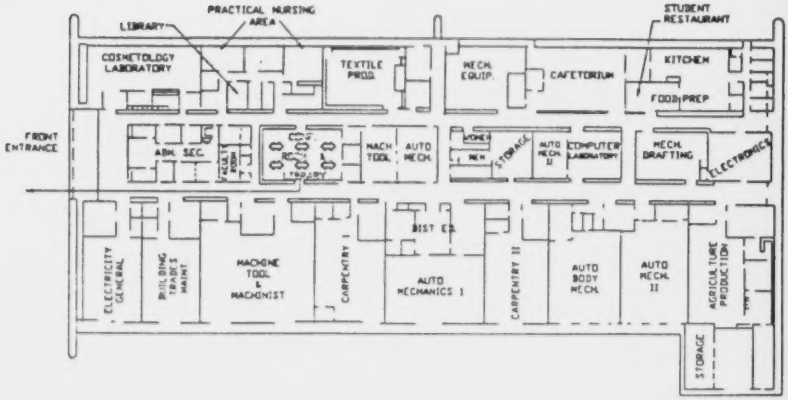
Do not park in spaces marked reserved, faculty, staff or visitors. You're not visitors! You're students.

5. No parking in the front of the school except in the evening.
6. You can enter the building by the front or side doors in the day... only by the front door at night.
7. Only class members are to be in the building at night. Family members, and others transporting students can not wait anywhere in the building.
8. You are responsible for leaving the faculty room and restrooms as neat and clean as you found them.
9. The space we rent is in the room labeled "Library." Our students are not to be elsewhere in the building except to go to the restrooms. Saying "hi" to people you know in school here is fine, of course; however, we are not to spend any extra time around the school halls.

There aren't a lot of rules and they're not hard to follow. Our main goal is to set a good example for the kids in school here. We know you can help us do that.

EMERGENCY FIRE EXIT INFO.

PARKING AREA



Fire Drills/Emergencies

Occasionally the Vo-Tech School has fire drills for everyone in the building. When you hear the alarm please quickly leave the Adult Center by either door and walk out the front of the building, cross the circle road, and wait until you hear the "all clear" to come back to the Center.

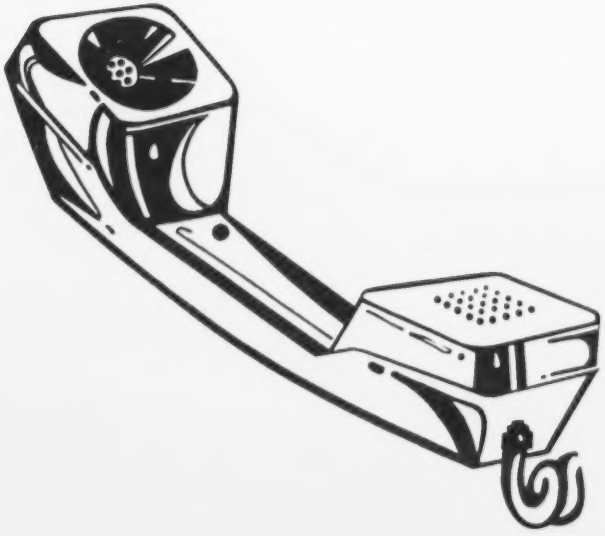
Calendar/Hours

Our Adult Center is open according to the school calendar during the regular school year (August-June). If either Juniata or Mifflin Counties has school, we are open. We only have off if both counties have a day off.

If the schools have a delayed start because of bad weather, so do we. This gets confusing sometimes! We always put on announcements for delays and cancellations on WMRF, WIEZ, WKVA, WCHX, WJUN and WQJU!

Our regular hours are 8:30-4 daily and Monday, Tuesday, Thursday evenings 6:30-9:30.

Our summer hours are more limited than during the regular school year. We finalize plans for the summer in late May and post the hours in our Center. Sometime over the summer we close for a two week vacation!



248-4942

Remember our number! We have 4 lines into the Center so generally you can reach us easily. We ask you to keep your outgoing personal calls to a minimum so our lines don't get tied up. Call us with questions and if you can't make a class. We want to hear from you.

Before and after our regular hours we have an answering machine on so you can leave us messages. We always try to get back to you as soon as we can. If we are not in and there is an emergency situation, please call the T.I.U. - 899-7143, and ask for Melissa Andrews or Ken Calkin.

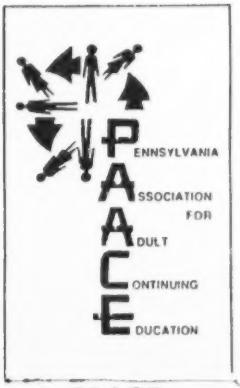
T.I.U.
ADULT EDUCATION CENTER
Advisory Committee

In the spring of 1987 our Advisory Committee was formed. Our goal in having advisors is to better serve the adult education needs of our community. We appreciate our advisors input and work to expand our outlook and develop new activities for adults.

Advisory Committee members are:

Dr. Dale Heller, Executive Director, T.I.U.
Kenneth Calkin, Industry/Education Coordinator, T.I.U.
Terry Houck, Director, Juniata-Mifflin Vo-Tech School
Dave Liggett, Assistant Director, Juniata-Mifflin Vo-Tech School
Adele Craig, Director, JTPA
Laura Farley, Coordinator, Mifflin County School District Dropout Prevention Program
Carole Auker, Chapter 1 Reading Supervisor, Mifflin County School District
Barbara Allison, Social Worker, Mifflin County School District
Paul Yetter, Instructor, Juniata-Mifflin Vo-Tech School
Gary Gill, Employment Counselor, Lewistown Job Service
Jane Hollister, Director, Mifflin County Abuse Network
Cathy Forsythe, Mifflin County Library Literacy Coordinator, GED Alumni Association
Margaret Hosler, Juniata County Library Literacy Coordinator
Atha Workinger, T.I.U. Adult Education Center Secretary, GED Alumni Association
Brad Siddons, Managing Editor, Sentinel

Ruth Dunmire, Editor, County Observer
Joe Cannon, Director of Public Affairs,
Lewistown Hospital
Nils Fredrickson, News Reporter, WMRF-WIEZ
Tom Scott, Continuity Director, WKVA
Rob Postal, Executive Director, Mifflin County
Industrial Development Corporation
John Brittain, General Manager, Krautkramer
Branson



PAACE.

PAACE stands for Pennsylvania Association for Adult Continuing Education. It is a statewide organization for those involved in teaching or supporting adult education. PAACE provides us with an information exchange. It also works as an advocate for Adult Education. Members receive the PAACE Newsletter, Journal, and Directory of Members. There is also an annual Mid-Winter Conference. PAACE is a sponsor for the annual PA Outstanding Adult Student of the Year. Last year one of our students, Peg Williams, was selcted as a finalist for this award. This year our student, Marjorie Aguilar, was selected the PA Student of the Year 1988!

Marjorie Aguilar, PA Adult Student of the Year '88

One of PAACE's special interest sections is on GED Alumni. Our alumni group is a member of PAACE and is working with the group to promote the growth of more alumni associations in the state. Any GED alumni can join PAACE for an annual fee of $5. If you're interested in this organization see Carol.

Resources and Referrals

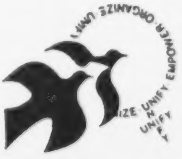
Our staff is continually keeping up to date with information about community service resources. If you have a need for services or some problem in your life and don't know where to get help, ask us! We're here to help you find the help you need and we'll refer you to the resource that's best for you.

Do you know about?

- Lewis/Line
- Vocational Rehabilitation
- Abuse Network
- Community Counseling
- Library Literacy Program

Ask us!

VIOLENCE
IN THE FAMILY
HURTS US ALL



Mifflin · Juniata · Huntingdon

Women's Health Services, Inc.

We Care . . .

A PROGRAM ESPECIALLY PLANNED FOR WOMEN, INFANTS AND CHILDREN

WIC

WIC is a program that provides nutrition education and special supplemental foods for Women, Infants and Children

Mifflin County Abuse Network

Serving Victims of Domestic Violence and Sexual Assault

Confidential 24-Hour Hotline

242-2444

LEWIS LINE
4th & Highland Avenue
Lewistown, PA 17044
242-3033 or (800) 822-3033

Community Counseling Center Helps.....

JOB TRAINING OFFICE

Our Adult Education Center staff works closely with the Mifflin County Job Training Office and the Juniata County Job Training Office making referrals in both directions for different programs. Job Training Office programs are for residents of each county who are economically disadvantaged, dislocated workers, or experiencing other barriers to employment. To find out if you are eligible for any of these training opportunities you can talk to one of our counselors or call Kathy Litzinger at the Job Training Office in Lewistown - 242-1423, or Curtis Kauffman at the Job Training Office in Mifflintown - 436-8991.

ON-THE-JOB TRAINING-(O.J.T.)-This program allows the participant to learn the job and to develop skills while actually performing work. The length of time varies and is determined by the particular job. Participants become actual employees of the company/business and receive full pay and benefits.

CLASSROOM TRAINING-This type of training is usually conducted at a school and provides vocational and job skills information. This training may be provided as a whole class or on an individual basis.

YOUTH PROGRAMS-The Summer Youth Program is designed especially for those economically disadvantaged individuals between the ages of 16 and 21 and operates June-August. The Youth Entry Employment Program operates during the school year for high school seniors who plan to enter the working world upon graduation.

JTPA

your partner in Job Training

Counseling Services

The Adult Education Center offers counseling services at various levels.

Upon scheduling an initial appointment (an intake), the student is instructed to come to the Center to meet with a counselor. The counselor gathers basic information such as name, address, birthdate, etc., and provides the student with additional information about programs which serve to meet the particular needs of the student.

Other services include support counseling for students wanting to make educational, personal and/or vocational choices. Counseling is provided in a group setting or by appointment.

Support services through counseling also includes cooperation with other area agencies. We work closely with Mental Health/Mental Retardation, Office of Vocational Rehabilitation, and other such organizations.

Counseling services at the Center allow students to set personal and vocational goals through achievement, aptitude, personality, and interest testing. These tools are used to provide an individual educational plan of study for all students enrolled in our programs. Each student can use our resource library at the Center. Counseling services are available to all students enrolled at the Center.

STUDENT CONFIDENTIALITY STATEMENT

All personal records of students participating in programs through the T.I.U. Adult Education Center are secured in a file drawer, and are accessible only to authorized staff of the Center. If others request permission to view students' records, the student has the option of agreeing or disagreeing to this request.

Personal records include:

- -intake forms
- -employability development plan
- -individual education plan
- -records of phone contacts
- -copies of correspondence to students
- -reading/math assessments
- -aptitude/achievement/personality interest inventories
- -practice GED test scores
- -GED test results
- -termination forms
- -follow-up questionnaires
- -demographic data
- -PDE forms
- -JTPA forms

Information may be disclosed to outside agencies for the purpose of compiling statistical data to improve and enhance existing programs, or to demonstrate the need for additional programs. This information excludes identifiable data such as name and social security number.

SUPPORT: Child Care and Transportation

We are very much aware of the barriers many of our Center's participants need to overcome before they can come to classes or take a job. One of our jobs is to help you break down these barriers to success.

We will work with you to try to arrange and pay for child care and transportation if this is a need for you. Depending on individual circumstances there is funding available for these support services. Talk to our counselors and we'll explore the possibilities with you.

Books and Materials

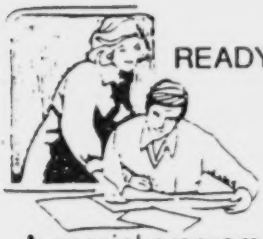
When you begin GED classes your instructors will give you a set of books to use. Please, please, please do not write in the books. This is hard to do because the directions in the books repeatedly ask you to write in the answers.

We have lots of scrap paper we can give you and journal notebooks too.

Each of you will have a book sign out sheet in your folder in our files. On the sign out sheet we keep track of what books you have by recording the numbers. When you return a book and take any others we ask you to change the numbers on your sheet or else have us to it.

We can't afford a new set of books for each student so we ask you to not write in them, take good care of them, and return them promptly to the Adult Center when you are done with them.

Sometimes we give you the wrong books! We give you books according to the results of the tests you take when you first come in. We make mistakes occasionally so if you get home and find the books you have seem too hard or too easy, please let us know and we'll figure out what's right for you.



READY - SET - LEARN

A special program to provide tutors to help you get ready for GED classes. Extra help one-on-one is FREE to you at the Adult Center.

Tutors

We have help for you! Our volunteer tutors are available to help our GED students in any subject area. Whether you need short term help (just getting over one difficult area) or long term help we can get someone to work with you. Our tutors are volunteers who participate in a training and orientation program here and are eager to help you. Tutors are GED alumni or volunteers from the community who are just interested in helping out.

We need to know if you're having trouble and need help. Please tell

someone on the staff before your problem seems to grow and grow.

If you feel you are quite competent in a subject area and can spare an hour or more a week, please volunteer to be a tutor. We could really use your help. Just see Betsy Long, our Tutor Coordinator.

Betsy Long, our Tutor Coordinator with Melissa Shemory

GIS

All students at the Adult Center have an opportunity to use our Guidance Information System.

This computer program will give you a printout about any of 1500 occupations as well as information on 4 year colleges, 2 year colleges, vocational education opportunities, and the military.

You also can use the Vo-Tech Apple II computers for resume writing, letter writing, and learning to type.

Ask any staff person about using a computer.

THE GUIDANCE
INFORMATION SYSTEM™

FOOD SERVICES

We're fortunate to be located in a school that has a Food Preparation Class. This class cooks for and serves a restaurant where staff and adult students can have lunch. The food is good and very inexpensive so if you're here for the day plan to visit the restaurant. In the morning Food Prep students stop in at the Adult Center to take our orders. That way food is ready and quickly served at lunch time.

If you prefer to bring lunch that's alright too. You can always eat in the Adult Center. Someone from the staff can buy you soda in the faculty room (our students are not permitted in the faculty room during the day). We also have a Mr. Coffee machine and a hot water maker in our back room. Feel free to help yourself to tea or coffee. We ask you to contribute 25¢ in our donation cup by the coffee machine or you can bring in coffee, sugar, or creamer. There is also a hot plate you can use in the back room too!

Please feel that you can make yourself at home in the Adult Center! This means cleaning up too!

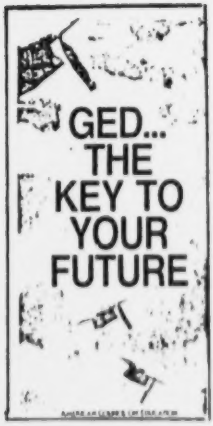
GED TESTING

GED testing in Mifflin County is run by the Mifflin County School District. Questions about testing are directed to Mr. David Runk, Assistant Superintendent at 248-0148.

Effective January 1, 1988, the testing fee was increased to $25. In addition, there is now a re-test fee of $5 for anyone taking a test again. Payment must be made in cash at the time of testing. For those students who are enrolled in a JTPA GED program, the test fee is paid by the Job Training Office.

We are very fortunate in having Larry Knepper, a teacher in the school district, as our test proctor. Larry has years of experience in giving the GED test and is very understanding about our students' needs and fears.

The testing takes place one week a month on Thursday nights from 6-10 p.m. and on Saturday mornings from 8 a.m. to 2 p.m. Because of the length of the test most people take 3 sections at one time and 2 on the next date. However, not all the test needs to be taken in 1 month.



The testing schedule is posted in the Adult Center. The school district does not normally test in July or August.

GED STUDENTS HARD AT WORK:
John Kurtz, Dan Wagner, Mary Pennington

Who's Eligible for GED testing?

1. Pennsylvania residents eighteen years old or older who have officially withdrawn from high school.

2. Seventeen year olds providing they have two letters to present at the time they take the GED test:

   1. One letter from a high school principal or guidance counselor stating that the GED student has officially withdrawn from school and

   2. One letter from ONE of the following:

      a. an employer who requires employees to have a high school diploma or equivalent;

      b. a college or trade school that requires a high school equivalency for admission;

      c. a recruiting officer from any branch of the armed services;

      d. a director of a state institution for residents, patients, or inmates requesting the test be taken no earlier than 90 days prior to their anticipated release.

Who's Eligible for the Diploma?

Anyone 18 or older who successfully completes testing. Candidates under 18 who qualify under one of the above provisions will be issued a letter stating they successfully completed testing. The diploma will be issued upon request after the person reaches 18 years of age.

6 p.m. Thursday_____

8 a.m. Saturday_____

GED TEST

in Social Studies

Area

of

Lewistown Area High School

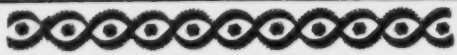
Use Upper Parking Lot

ENTER CAFETERIA DOOR (Lower Level)

Social Studies area is upstairs.

There will be signs, but give yourself extra time to find the room!

Bring $25 cash (if you are not a JTPA student), $5 for each re-test. To retest you need your previous test score report from the American Council on Education or PDE.



When you are ready to take the test we give you this form to direct you to the right place, day, and time.

History of the GED

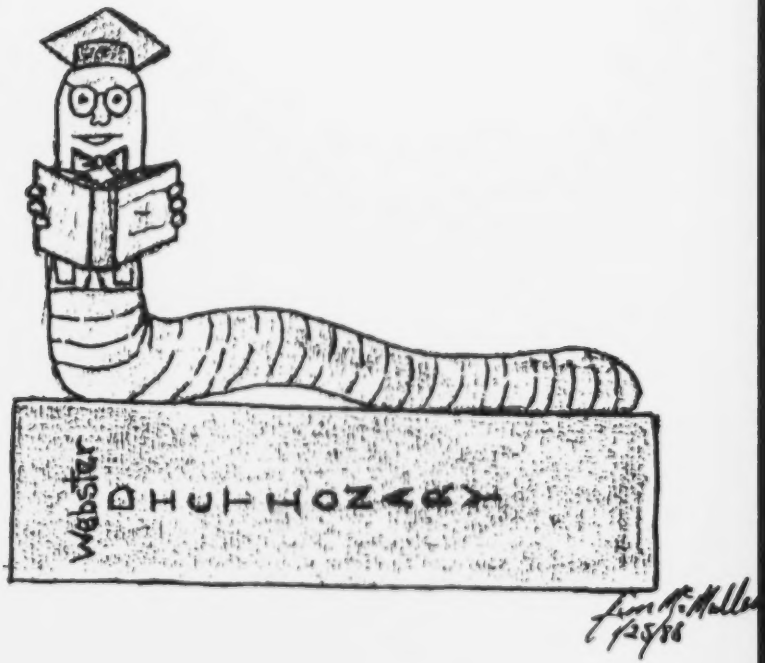
The General Education Development test has a 46 year history. The testing program began in 1942. A set of tests were developed for U.S. military persons to get a certificate equal to a high school diploma. Those persons taking the GED tests had to show that they had the same learning abilities as a person who completed 4 years of regular high school.

After World War II, it was discovered that the benefits of these tests could be passed on to civilians. In 1945, the American Council on Education began to supervise the testing. The Council has been guiding and directing the GED program ever since. The Council was directly responsible for making the tests available to civilians. By the late 1950's, civilians were the majority of those taking the GED test.

From this small beginning, the GED testing program has grown. In 1984 alone, 700,000 persons took the GED test. Persons who were once denied a job or were refused admission to college were now prepared to go on.

The GED test has given millions of adults a second chance. The GED test has provided the opportunity to regain dignity, pride, and self-respect. Personal satisfaction as well

as a chance to advance in a job or in college are just some of the many lasting rewards of the GED program.



MOVING?

Very often we need to contact you by phone or mail. Please keep us up to date! If you move or your phone or name changes please let us know right away. Also remember we like to have a message number for you too in case we can't reach you. Let us know if your message number changes too!

ATTENDANCE

Please come to your classes! We can't emphasize enough how important it is for you to attend your scheduled classes, tutoring and counseling sessions. We can show you pages of statistics showing how well people do on the GED test in relation to how much they come to classes. As in everything else the more you put into your involvement here, the more you'll get out of it.

We know that with adults who have full lives outside of their participation here, things do come up. Please call us if you're not going to be here. We'll be looking for you and we miss you when you're absent. When we hear from you we can let your instructors know you won't be here and we can re-schedule you or have homework prepared for you.

Also, we very much appreciate if you come

to classes and appointments on time! You don't want to miss anything so being punctual really helps you and us! If you know you're going to be late, do call us!

Get Organized!

In preparing for your GED it's very important to stay organized. You'll find that your instructors give lots of handouts and assignments and it's up to you to keep everything straight. We suggest you get a notebook to write down your assignments and some folders to hold handouts from each subject separately.

You'll find a little organization goes a long way in getting you ready to take the GED test.

Homework

In all our programs we feel it is important for you to do work outside of class. There's so much to learn! We know you have lots to do outside of class but completing your homework will really make your in-class time more valuable too.

If you're absent, call us and we'll try to get your make-up assignments ready for you to pick up.

Schedules

GED students receive a schedule when they begin classes. Generally a GED student comes to class for about 9 hours a week. An example would be:

Monday-Wednesday-Friday 9-12
or Monday-Wednesday-Friday 12:30-3:30
or Monday-Tuesday-Thursday 6:30-9:30

Sometimes after you've been in the program for awhile we'll need to change your schedule. We try our best to make our changes convenient to you. Because we have an open entry program where new students are allowed in about every six weeks we do need to shift schedules around somewhat.

What are the GED Tests like?

With the exception of Part II of the Writing Skills Test, which requires you to write an essay, all questions on the GED tests are multiple choice with five possible answers given. The questions range in difficulty from easy to hard, and cover a wide range of subjects.

The contents of the tests are as follows:

WRITING SKILLS-
PART I (55 questions, 75 minutes)

- 35% Sentence Structure
- 35% Usage
- 30% Spelling, Punctuation, Capitalization

WRITING SKILLS-
PART II (essay, 45 minutes)

SOCIAL STUDIES (64 questions, 85 minutes)

- 25% History
- 20% Economics
- 20% Political Science
- 15% Geography (20% in Canada)
- 20% Behavioral Sciences (15% in Canada)

SCIENCE (66 questions, 95 minutes)

- 50% Life Science
- 50% Physical Sciences

INTERPRETING LITERATURE AND THE ARTS (45 questions, 65 minutes)

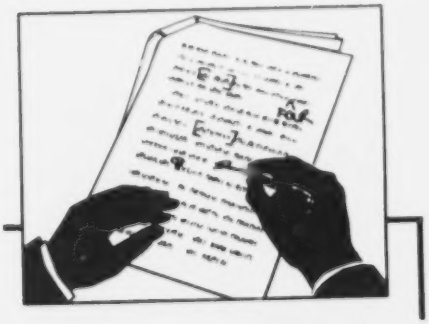
- 50% Popular Literature
- 25% Classical Literature
- 25% Commentary on Literature and the Arts

MATHEMATICS (56 questions, 90 minutes)

- 50% Arithmetic
- 30% Algebra
- 20% Geometry

Writing Skills, Part I: Grammar

Part I of the Writing Skills is a multiple choice test. The student will read a paragraph that contains 10-12 sentences. Within some of those sentences, there will be errors which must be found and corrected. In other sentences there may be no actual errors. The sentences, however, may need to be changed to make them clearer. The student will be using skills learned in all areas of grammar: spelling, punctuation, capitalization, subjects, verbs, pronouns, and sentence structures. All skills learned and used for the grammar part of the Writing Skills Test will help to prepare the student for Writing Skills, Part II: The Essay.



Writing Skills, Part II: The Essay

Part II of the Writing Skills will test the ability to write. The student will compose an essay of approximately 200 words. A specific topic will be given to the student at the time of testing. Students will have 45 minutes to write the essay.

The scoring method used for the essay is called holistic scoring. This means that the essay will be scored for the total writing. Essays will be scored on a point system of 6 (highest) to 1 (lowest). An essay may also receive a score of 0. Essays that receive a score of 0 are either not readable or were written on a topic that was not assigned. The essay must be written. If it is not, a total score for Writing Skills cannot be given.

Social Studies

Social Studies is a multiple choice test. Specific questions may be taken from magazine articles, editorials, and speeches or from charts, graphs, tables, and cartoons. Some questions will be related to reading passages; others will be related to the charts and graphs. Most of the Social Studies questions are written to include many issues familiar to daily life. Questions may concern the family, the local

community, the workplace, the standard of living, or the environment. Decision-making skills and problem-solving skills will help the student arrive at the correct answers.

Science

Science is a multiple choice test. The areas of Science tested include Biology, Earth Science, Chemistry, and Physics. Some questions will be related to reading passages; others will be related to charts, tables, or graphs. Some of the Science questions concern problems of daily living that are familiar to everyone. There will also be certain Science questions that will relate to theories or methods a scientist might use. Students will be taught to recognize and understand those theories and methods. Like the Social Studies test, decision-making skills and problem-solving skills will help the student arrive at the correct answers.

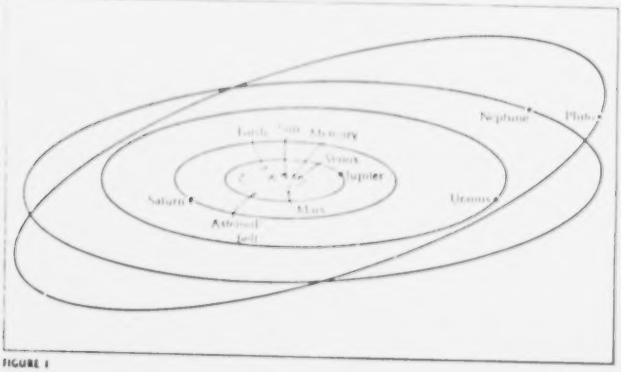


FIGURE 1

Interpreting Literature and the Arts

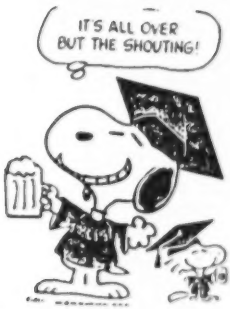
Interpreting Literature and the Arts is a multiple choice test. Reading selections include non-fiction, fiction, poetry, lyrics, and drama. Most selections are 200-400 words. The exception to this are the poetry selections. Poetry is arranged in 8-25 lines. Each selection is followed by 5-8 questions. One special feature of this test is the "purpose" question. Before each reading selection, a brief question is asked. This question will look like a newspaper headline. For example, a certain reading selection may be about the use of cars and computers in TV shows. Therefore, the purpose question to this selection may read: "How have machines affected television shows?" The purpose question simply introduces each reading passage.

Mathematics

Mathematics is a multiple choice test. The areas of mathematics tested are arithmetic, algebra, and geometry. Some of the questions will be related to reading passages. The reading passages are followed by 2-5 questions. Other questions are related to graphs and charts. Most of the questions will concern real life

problems: family, work, consumer, or social situations. One special feature of this test is the "formula" page. The student may use the formulas on this page to help solve problems. No calculators are allowed but scratch paper is provided.

GED class in action!



GRADUATION

The end of a long road....Graduation. Twice a year we hold an Awards Ceremony for participants who have successfully completed Adult Education Center programs. It is a very special evening for our students, their families, and friends. Everyone is invited. We have speakers, refreshments, and our students receive "Certificates of Completion."

We look forward to <u>your</u> graduation!

Winter '88 GED Graduation

What's Next?

Our students often finish participation in our programs with a great sense of accomplishment. And sometimes after "graduation" there's a let down. We at the Adult Center view education as a continuing, lifelong activity; so if you would like to deal with the question, "What's Next?" we would like to help. We have information about job opportunities, Vo-Tech adult education classes, and other education and training that may be of interest to you.

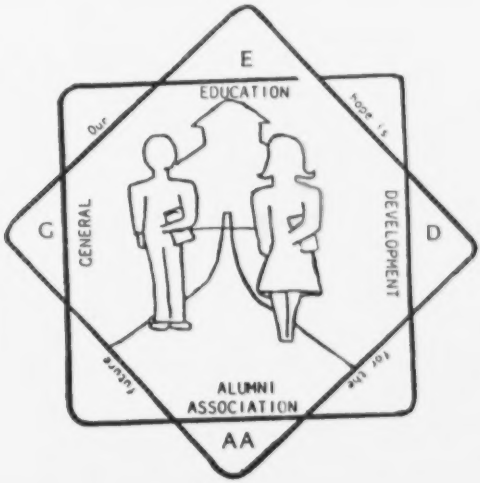
The next step for you may be within the Adult Center or on to other possibilities. Let us know what we can do to help.

GED ALUMNI ASSOCIATION

The GED Alumni Association was formed in 1985 as a response of our graduates to still remain involved with our Adult Center activities. Since then the Alumni group has grown and remains active.

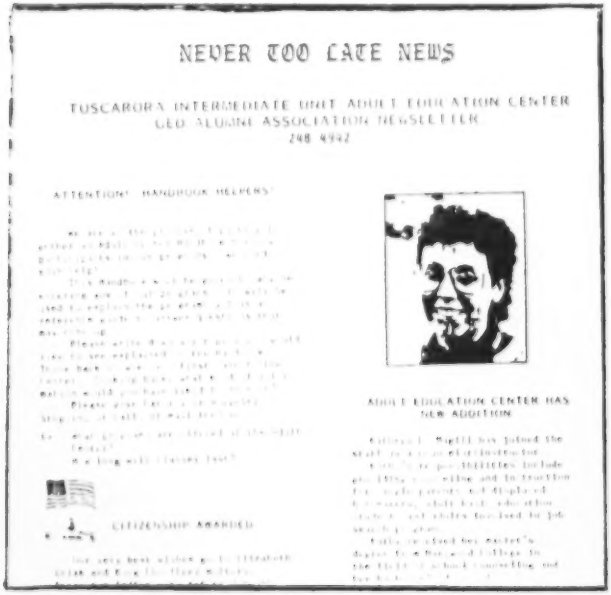
We'd like you to be involved. Our Alumni Association conducts activities for alumni's personal development, for service to our community, and to support our Adult Center activities. Alumni act as recruiters and tutors here. They participate in community events such as the Kid Connection and the Head Start Health Fair. Alumni hold monthly meetings (3rd Tuesday each month at 7 p.m.) where we have a speaker of interest.

The only membership requirement is interest. If you're interested, we want you! And it's free!



"THE NEVER TOO LATE NEWS"

A few times a year we put out an Adult Center/GED Alumni Association newsletter, "The Never Too Late News." The newsletter is filled with news of our past and present students, activities of our Center, student writings, and other items of interest. We're always looking for volunteers to help us write the newsletter! If this sounds interesting to you, let one of the staff know.



NEVER TOO LATE NEWS

TUSCARORA INTERMEDIATE UNIT ADULT EDUCATION CENTER
GED ALUMNI ASSOCIATION NEWSLETTER
248 4942

ATTENTION! HANDBOOK HELPERS!

ADULT EDUCATION CENTER HAS NEW ADDITION

CITIZENSHIP AWARDED

BEST COPY AVAILABLE

Questions from our GED Students

How many classes, if any, are required before taking the GED test?

Anyone can take the GED test without attending any classes or training program. All a person has to do is notify the school district and have $25. However, we strongly recommend training before someone goes to test. We're interested in your success and will do everything we can to assure that when you go to test, after being through our classes, you'll be ready and do well.

How long do classes last?

We have an open entry-open exit policy. That means that about once every 6 weeks we let new students enter classes and students leave the program whenever they feel they are ready. Some students are done in 3 weeks; we've had others in our program for 2 years.

How is the new GED test different from the old?

The new test is longer. It requires a written essay as well as the multiple choice tests. The math requires more knowledge of algebra and geometry. The reading tests require more critical thinking skills. Although the new test is more demanding than the old, the skills you will attain in preparation for the new test will be valuable in many other areas of your life.

I can't study all this at once. Can I take one class at a time?

Yes! We have quite a few students who could not manage class time and study time for all the GED test subjects at once. We will work out a schedule for you that allows you to do your best!

I think I'm too old to get my GED. What if I'm the only old person in class?

Remember, it's never too late to learn. Our students ages range from 16-70. All are treated with respect as adults. And everyone seems to get along just fine. Give us a chance. We're sure you'll feel comfortable here.

What are the GED study sessions like?

Classes are small and very informal with individual instruction. You work at your own pace and on your own level. We don't give out any "grades"; we simply help you prepare for the GED.

Can GED tests be retaken if you've passed already?

Yes! A recent change in policy now allows a person to retake any section of the GED test in order to better his/her score for reasons of school admittance or other documented reason. A retest fee of $5 (cash) per test is charged.

Comments from our Students.....

We asked some GED Alumni and current students to share their thoughts with you about their GED experience.

Patsy Cavanaugh - I really came to the Adult Center because my girlfriend insisted I take the GED classes with her. I really didn't know what to expect. I thought it would be like attending school which I hated.

When I went for my interview I was nervous and scared, but from the very first moment, Carol made me feel at ease and gave me the confidence that I needed. She and her staff (Ginger and Becky) made you feel special.

Well, to me getting my GED was a big accomplishment because I thought I could never pass the test. But I did!!- with the support of my family and teachers. When I passed I just could not believe it. I was so proud.

After getting my GED I went to Job Search classes which were very good to learn the right way to find a job.

I am now employed at Trinity Paper and Plastics Company.

To anyone, young or old, who does not have a high school diploma please get your GED. You may not want to get a job but it is so good for your self esteem.

Rose Leach - I am really proud of my accomplishment on my GED. I feel everybody needs a diploma, and if you have quit school the Adult Education Program is the best way to get it. Getting my GED is the best thing I ever did. It not only got me a diploma but it also gave me a chance to get some work experience and meet a great deal of special people. A diploma is a great thing and the staff at the Adult Center is willing to help you get it. Believe me if anyone can help, these people can. I don't believe the Adult Center could have any better of a staff.

Bruce Haase - My thoughts on getting my GED: The reason I came to the Adult Center was to better myself. After being turned from several job offers I thought it was time to do something with my life.

I expected the classes to be harder than they were. All of the classes were very easy to understand and the instructors were very helpful.

Getting my GED has given me a feeling that I have been made a better person. I would encourage anybody that has the time and the effort to better themselves to attend the Adult Education classes.

Thank you for all that you have done.

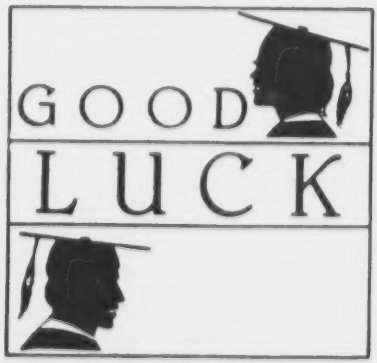
Levenna Hackett - The main reason for getting my GED diploma was that I didn't have the opportunity to go beyond the eleventh grade to be educated.

I came from a family of nine children. My mother and father operated a restaurant and it was our only source of livelihood. I might add it was also the time of the depression.

My mother was pregnant with my youngest brother and my dad could not afford to hire someone to take her place so with my little bit of knowledge of the restaurant business I had to quit school to take her place in the restaurant and help my dad.

My age and being out of school for so many years was a big consideration in making my decision to apply for my GED and I thought a lot about the opportunities I missed because I didn't do it when I was younger.

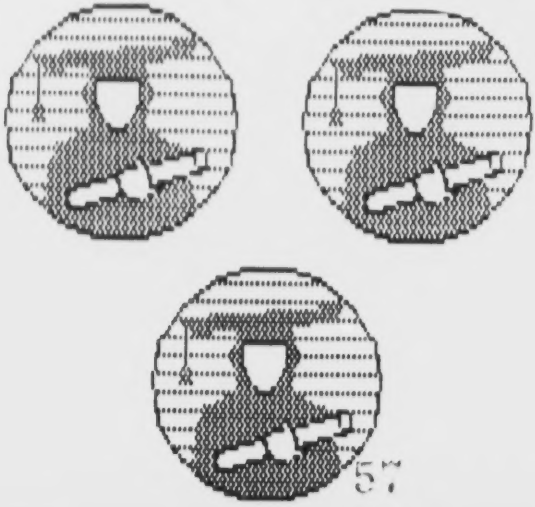
Anyone who didn't graduate from high school should certainly take advantage of this excellent program.



Arlene Henry - Before I write my comments about the Adult Education Center I would like to share some of my past with you. I dropped out of school at a very young age and have regretted doing so ever since. I have lacked confidence in myself because of this lack of education. Over the years I had thought about getting my GED but always convinced myself it would be impossible to do. The fear of failing was my worst enemy.

Someone had enough faith in me and contacted the Adult Education Center on my behalf. Someone from the Center contacted me and this was all it took. As a result, I am now taking adult education classes.

I find the instructors to be understanding, patient and willing to help in every way. The class is a small group and the teachers can work with each member of the class. I find everyone involved willing to help in every way. It does involve a lot of hard work and lots of studying but it will all be worth it. For on that day in the near future when I receive my diploma I will do so with great pride. I would like to express my gratitude to all the people who have made this possible for me.



Our Staff....get to know us!

Ken Calkin - Industry/Education Coordinator

I've been working for the Tuscarora Intermediate Unit for over 10 years. I feel very fortunate to enjoy my job so much and work with such wonderful people.

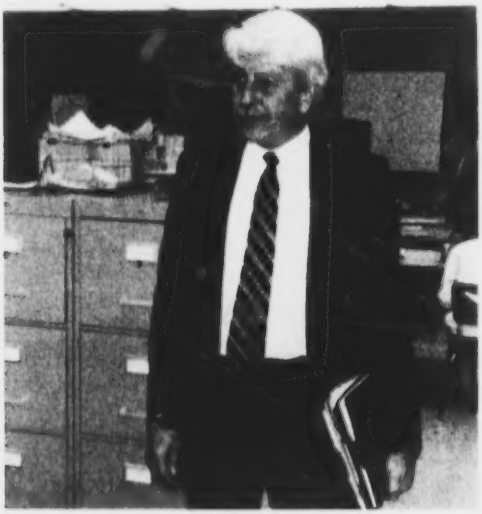
I have three children: Lisa, married and living in Pittsburgh; David, completing college; and Jim, getting ready to enter college. My wife is an attorney and we live in Harrisburg.

I come from Michigan and received my Bachelor and Master's degree there. While in Michigan I taught 6th grade and was a principal in an elementary school.

In 1973 I started working for the Intermediate Unit. I've done various work for the I.U. including special projects in

developing math curriculum and tests, basic skills curriculum and computer in-service. Since 1983 I have been the Industry/Education Coordinator. In this role I develop training programs for local industry, as well as working closely with the Job Training Office and the T.I.U. Adult Education Center. This year my responsibilities enlarged to include being the Assistant for Curriculum and In-Service.

The most enjoyable part of my job is working with the Adult Center. I feel good whenever I read about every accomplishment and achievement of our students. It makes me feel proud to have even a very small part of it.



Carol Molek - Supervisor/Instructor

Welcome to our Adult Center. I hope you'll feel as at home here as the students before you.

I've worked at the Adult Center since the first day we started. My job as Supervisor/Instructor of our programs is complicated, frustrated, challenging, rewarding and fun! I couldn't ask for better people to work with or a better job.

I've had a variety of other jobs leading up to my job as supervisor here: English teacher, reading teacher, department store buyer, waitress.....

I thank you for making my job so inspiring: I admire your courage and dedication in going after hard to reach goals. Although you see me writing in a corner most of the time, I do come out sometimes! Do talk to me and let me know how things are going here.

Kathryn Magill - Counselor/Instructor

I received my Bachelor's degree from Penn State, and Master's from Marywood College. I have had twelve plus years of counseling experience in schools and in the social service setting. I am a Board member of the Tri-County Mental Health Association.

My other interests include tennis, traveling, and reading. I enjoy people of all ages but particularly delight in being around children and young adults.

My personal philosophy of life is one which suggests that above all else, live life to its fullest, treat others kindly, continue to challenge oneself, and never lose one's sense of humor.

I believe in the institution of learning: "Education is the means by which we can eliminate prejudice, and begin to construct a deep sense of compassion and dedication toward our fellow man."

Ginger Shade - Instructional Assistant

I have worked for four years at the Adult Center. Working here is very rewarding and you can see the benefits and confidence participants receive while attending and completing programs here. I really enjoy and appreciate my job and co-workers. I am married, have two children; my son is 15 and my daughter is 10. I have lived in Mifflin County all my life, am active in my church, 4-H, and enjoy spending time with our very close family and relatives.

Betsy Long - Instructor/Tutor Coordinator

I live in Juniata County with my husband, Ray. Since he is a farmer and an auctioneer, we lead very busy lives. When we do have some free time we enjoy such things as horseback riding, four-wheeling or just having a good time.

I earned my teaching degree at the King's College, a small school located outside of New York City. I majored in Health and Physical Education. I played field hockey and basketball at the varsity level.

I've worked a variety of jobs before working here at the Adult Education Center but this is by far the most rewarding and satisfying work I've ever had. Besides teaching math and coordinating the tutor volunteer program, I help out wherever I am needed. I like the variety of my work here and the new challenges that I'm presented with but the people - that's you! - is what makes this job the most enjoyable.

I hope I have the opportunity to meet all of you. If there is any way I can be of help please don't hesitate to ask.

Barb Goss - Instructor

As a supporter of adult education, I was privileged to be asked to join the staff of the Adult Center as an instructor of English and reading. My background is rather typical of anyone preparing for a teaching career. I attended Bloomsburg State College and graduated in 1972 with a B.S. degree with a double major- Communications (English) and Public Speech. My plans were simple: I expected to get a teaching job and to begin studying as soon as possible for my Master's degree. However, every adult student at our Center knows how life altering situations can change one's immediate plans.

As all my students are aware, one opportunity can completely change circumstances drastically. That opportunity happens for our students when they take that first step and enroll in GED classes. That opportunity happened for me when I took that first step and became a part of the GED classes as an instructor.

This teaching experience has been some of the most rewarding work I have ever done. For both student and instructor, the feelings of satisfaction and personal growth are tremendous; the bonds of friendship are unequaled; warm feelings of consideration, compassion, and understanding abound.

I have been involved with the GED Program for 3 years. Even though our students do not stay for that length of time, we all have a time frame in which expectations are met and

goals are reached. Our students' goals are met when the GED diploma is attained, and they venture on to other programs at the Adult Center or to personal life experiences. And what about the instructor's goals? Mine continue to be met with each person who touches my life. That's what is so perfect about this job. I still have the dream of continuing my own education and attaining my Master's degree. Like our GED students, I will always strive to improve myself. Common bonds between student and instructor make this learning-teaching atmosphere just about perfect!

Atha Workinger - Secretary

Hi! I've been a secretary here at the Adult Center for three years. I am married and the mother of five children. We live on a small farm in Lingle Valley, just outside of Milroy. We raise some animals and chickens, ducks, and geese, which I am very interested in. My other interests are crafts of all kinds and also sewing.

One of my main outside interests is the GED Alumni. You see I can understand what you are doing first-hand because I once went through what you are going to go through. I came back and got my GED diploma. My GED courses just got me started because when I achieved my diploma I didn't want to stop learning. I went to South Hills Business School and finally got my job here, which I like very much. I would like to keep learning though. I took a shorthand course here at the Vo-Tech School this winter and would like to take some more courses.

Mae Brockett - Instructor

Hello! I teach math in the GED Program one morning a week. My husband, John and I have eight children and six grandchildren. We live on a small farm west of Lewistown. I was recently elected to the Mifflin County School Board.

I was a college dropout who went back to school on a part-time basis while we had five children at home and two in college. I know how difficult it is to juggle your responsibilities at home while you study. I also know the feeling of accomplishment when you reach your goal. I received my B.S. from Penn State in Math Education in 1976.

I think I speak for my co-workers when I say that one of the joys of working with adults in the GED Program is your determination. What more could a teacher ask for than a student who is anxious to learn? It takes some students longer than others, but that isn't important.

Everyone who is willing to apply herself/ himself completes our course and graduates. When you do, we share the exhilaration and joy with you! That is our greatest reward!

Michelle Driesbach - Secretary/Aide

Hi! I am new to the Adult Center. I recently moved to Lewistown with my husband, Bill from Binghamton, New York. I like this area very well; the people are friendly and the weather is warmer! Before my job at the Adult Center I worked as a secretary for a forklift company and as a biller and customer service representative for a book manufacturing company. We probably printed the books you are working with now! I enjoy my job at the Adult Center - it is very different and interesting. In our spare time we golf, visit friends, and go to New York.

LeaAnn Wray - Instructor

This is my first experience with adult education and so far it has been rewarding. I have been in West Virginia for the last four years pursuing my degree in English Education for two and one half of those years. This has been challenge and an ongoing learning experience.

Bill Ryan - Counselor

I was born and raised in New York City. My wife, Jean, and I have three school age children - two boys and a girl. I have worked for the Mifflin County School District as a teacher and a guidance counselor for fifteen years.

I have been involved with the Adult Education Center from its very beginning. I have seen the amazing changes that have taken place here over the past four years. Many new and valuable programs have been added to the original GED Program, such as Job Search and the Drop-In Program. However, one thing has remained the same: virtually every newcomer to the GED Program arrives with the same haunting fears "I'll be the only one in the class who will fail" and "I know I'll never get through this," etc. However, it gives me great pleasure to see how these often overwhelming fears gradually change to confidence as the weeks go by, finally ending up as that glowing feeling of triumph on graduation night.

Bill and friend!

Our two newest staff members.....

Kitty Kaminski is new to our area. She comes from New Haven, Connecticut, and has extensive experience in staff training and employment policies at Yale University. She also was a literacy volunteer in New Haven and began here as a volunteer also. She is now teaching reading for us and time management.

Harold Peachey worked for us last year and volunteered for us this year. Recently he was rehired to do some math instruction for us. Harold works for Skills, Inc. full-time and is going to begin graduate school at Penn State in the fall.

Harold helps out at Kid Connection

What do you think?

Please rip out this page of the Handbook, fill out the answers to the questions, and return it to Ginger or Atha.

1. Did the Handbook answer your questions about our programs?

2. What topics were most helpful to you?

3. Least helpful?

4. What other information do you think we should include in the next revision of the Handbook?